

# Southwestern College and Chula Vista Public Library

## Present

### No Fee/Noncredit Classes

These courses require the completion of the Noncredit Application.

You may download the [Noncredit Application](#). Course numbers for Noncredit classes start with "NC."

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#### Tax Preparation/Income Tax I

Introduces Part I of a 60-hour program that teaches students how to prepare their own state and federal income tax returns and introduces them to the career field of a registered tax preparer in the State of California. Successful completion of Part I and Part II enables a student to receive a certificate of completion. **Basic Tax Course, Vol. 1 Ed., Liberty Tax Service 2005 Instructor Manual CD, Vol. III: Forms/Schedules/worksheets and California Supplement.**

Instructor: R Reyes, 30 Hours.

NC 113-E1      MW      Aug. 20-Sept. 24      5-8 p.m.  
No Class: 9/3

#### Tax Preparation/Income Tax II

Introduces Part II of a comprehensive 60-hour program that covers everything students need to know to prepare correct tax returns. Emphasizes how a student will learn a marketable skill that will enable him/her to prepare taxes for other people and earn extra income. Successful completion enables the student to receive a certificate of completion that will make them eligible to become a registered tax preparer in the State of California. **Basic Income Tax Course, Vol. II Ed., Vol. III: Forms, California Supplement.** To be purchased by the first day of class.  
Instructor: R Reyes, 30 Hours.

NC 114-E1      MW      Sept. 26-Oct. 29      5-8 p.m.

**South Chula Vista Branch**  
**Chula Vista Public Library**  
**389 Orange Avenue**  
**Chula Vista, 91911**

#### Introduction to Microcomputers

Covers computer start-up; the graphic user interface; use of mouse and keyboard commands; basic file management; formatting and using a floppy disk; creating, saving, and printing a document using word-processing software; and proper computer shutdown.

Instructor: Nancy Bartels, 3 hours.

NC 1051 E-2      M      Sept. 17      12:30-3:30 p.m.  
NC 1051 E3      W      Oct. 10      12:30-3:30 p.m.

#### Developing High-Performance Charts in Microsoft Excel

Reviews the basics of spreadsheet use: structure, data entry, formulas, and functions. Focus on how to convert data into meaningful and high-impact charts.

Instructor: Nancy Bartels, 12 hours.

NC 24-E-1      MW      Sept. 19-Oct. 8      1-3 p.m.  
NC 24 E-2      MW      Oct. 15-31      1-3 p.m.

#### Introduction to Academic ESL I

Introduces the first in a series of three courses designed to prepare non-native English speakers for the ESL certificate program. Utilizes the corpus of 500-600 words. Focuses on fluency in conversation, reading and writing, and vocabulary development.  
Instructor: Nancy Bartels, 24 hours.

NC 108 E-1      TTH      Aug. 21-Oct. 11      1-2:30 p.m.

#### Introduction to Academic ESL II

Second in a series of three courses designed to prepare non-native English speakers for the ESL certificate program. Utilizes 600-1000 words. Focuses on fluency in conversation, reading and writing, and vocabulary development.

Instructor: Nancy Bartels, 24 hours.

NC 109 E-1      TTH      Oct. 16-Dec. 11      1-2:30 p.m.  
No Class: 11/22

#### Civic Center Branch

**Chula Vista Public Library**  
**365 F Street**  
**Chula Vista, 91910**

Southwestern College Continuing Education  
900 Otay Lakes Road, BLDG. 600, Rm 661  
Chula Vista, CA 91910  
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